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Security Information

OTR

OFFICE OF TRAINING REGULATION NO. 50-1

30 April 1952

SUBJECT: WEEKEND AND HOLIDAY STAND-BY DUTY OFFICER

1. In accordance with CIA Regulation [REDACTED] which requires Office Heads or their appointed representatives to be on call during off-duty hours, a system of Weekend and Holiday Stand-by Duty for OTR is hereby established. The Duty Officer designated will act for the Director of Training on all official matters that may arise during his tour of duty.

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2. The Director of Training will select a roster of Stand-by Duty Officers based on the recommendations of the Deputy Directors, OTR. This roster will be published in the OTR Notices series by the Administrative Officer, OTR.

3. The Administrative Officer, OTR will provide the CIA Watch Officer with the OTR Stand-by Duty Roster which will include the home addresses and home telephone numbers of all Officers listed.

4. a. The Weekend and Holiday Stand-by Duty Officer will be available for duty from the close of business (1700) on the day preceding the weekend or holiday to 0830 on the day following the weekend or holiday. The Duty Officer will be available, by telephone, to the CIA Watch Officer at all times during his tour of duty. He will inform the Watch Officer where he may be reached if other than at home. •

b. Personnel assigned Weekend Stand-by Duty will be on duty in Room 1024, "I" Building, CIA Extension 3521, during the hours 0830-1230 on Saturday in order to handle OTR matters for the Director of Training.

c. Weekend-Holiday Stand-by Duty Officers may be relieved of that portion of duty as outlined in b) above, if another member of the staff will be on duty these hours and can perform his work in Room 1024, "I" Building. The alternate staff member must be one who is also subject to Weekend-Holiday Stand-by Duty.

d. All Officers scheduled for Stand-by Duty will be responsible for performing the duty on the date assigned. In the event the designated Officer cannot carry out the assigned duty, he will arrange for a substitute from among the Officers on the duty roster. The Administrative Officer, OTR will be notified of all such substitutions.

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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: All Stand-by Duty Officers

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